

Installing Library Master

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This document explains how to install Library Master on a single computer. To install the program on a network file server, follow the instructions in the *Network Installation Guide*, which is available on the Internet at <http://www.balboa-software.com/manuals/Network5.pdf>.

Starting the Installation Program

Installing From the Distribution CD

1. Log on the computer as Administrator [Windows Vista, XP, 2000].
2. Close down any programs that are running.
3. Insert the Library Master CD in a CD-ROM drive.
4. The Library Master Installation dialog should automatically start. If it does not appear after 30 seconds, go to My Computer, right click on the CD-ROM drive icon, then select AutoRun.
5. Under Install, choose Program. The Setup Wizard starts.
6. On each wizard page, answer the questions, then choose Next. See the detailed instructions below for various installation situations.

Installing From the Downloaded Installation Program

1. Download the setup program from the Balboa Software Web site.
2. Log on the computer as Administrator [Windows Vista, XP, 2000].
3. Close down any programs that are running.
4. Find the file that you downloaded with Windows Explorer or the Find command on the Windows Start button.
5. In Windows versions other than Vista, double click on the setup program to start it. In Windows Vista, right click on the installation program and select Run as Administrator.
6. On each wizard page, answer the questions, then choose Next. See the detailed instructions below for various installation situations.

Installing Library Master for the First Time

To install the program, follow these steps:

1. Start the installation program as described above.
2. On the Welcome page, click Next to go to the next page.
3. On the License Agreement page, read the license agreement. Choose I Accept the Agreement, then choose Next.
4. On the User Information page, enter your name and organization, then choose Next.
5. On the Serial Number page, enter the Serial Number and Authorization Code provided by Balboa Software, then choose Next. To install a demonstration program, leave both boxes blank.
6. On the Destination Location page, enter where you want to install the program. Do not use the same folder as any Library Master version less than 5.0. Choose Next to accept the default location.
7. On the Database Sharing page, select where to store databases:

Option:	Result:
Private	Databases are in a private folder for each user. By default it is "My Documents\LMW\Data." This is usually the best option for a single computer.
Shared	Databases are in a shared folder available to all users. By default it is the Data folder within the Library Master program folder. Choose this option when the databases will be store on a network server or when you want all users to access the same databases on a computer.

8. On the Database and Reports Locations page, you should normally accept the default file locations and choose Next.
9. On the Components page, select the parts of the program you wish to install, then choose Next.
10. On the Start Menu Folder page, enter where you want the program shortcuts on the Windows Start menu, then choose Next.
11. On the Additional Tasks page, select the desired options (only options relevant to your system will be shown):

Option:	Result:
Copy Personal Files From Library Master 4	Personal databases, report files and Import Filters will be copied from your old program installation to the new one.
Register Library Master on the Internet	The Balboa Software Web site will open so you can register your program.
Install Adobe Acrobat	Acrobat lets you view the electronic manuals. If it is not already installed, you will have the option of going to the Adobe Web site to install the Acrobat Reader.

- The Ready to Install page lists the installation tasks that will be performed. Choose Install to begin the program installation.

Upgrading an Earlier Version of Library Master

Upgrading From Windows Version 5.x

If you already have Library Master 5 on your system, installation will upgrade your program. Follow these steps:

- Start the installation program as described above.
- On the Welcome page, click Next to go to the next page.
- On the License Agreement page, read the license agreement. Choose I Accept the Agreement, then choose Next.
- If you are upgrading a demonstration version to the full program, the Serial Number page appears. Enter the Serial Number and Authorization Code provided by Balboa Software, then choose Next.
- A page informs you of the existing program installation folder that will be upgraded. Choose Next to accept this location.
- On the Components page, select the parts of the program you wish to install, then choose Next. Note: Deselecting components that are already installed will not uninstall them.
- On the Additional Tasks page, select Copy Personal Files From Library Master 4.
- The Ready to Install page lists the installation tasks that will be performed. Choose Install to begin the program installation.

Upgrading From Windows Version 4.x

Follow the steps described under “Installing Library Master for the First Time”. Here are some additional upgrade tips:

1. Backup your old databases and other personal files before installing the new version.
2. Install this program version in a different folder than the older version.
3. On the Additional Tasks page, select the option Copy Personal Files From Library Master 4. This will copy your personal databases, Style Sheets, Format Files, Sort Order Files, Terms Tables, Import Filters and Search Criteria Files from the old program folder to the new one. The original files will still remain in their old location.
4. Follow the instructions in the *Upgrade Guide* to update the version of your databases.
5. You should only uninstall Library Master 4 after you are satisfied that your databases and other personal files have migrated correctly to the new program version. Keep a backup of the old installation files in case you need to restore something later.

Upgrading from DOS Version 1.0 - 3.3

Follow the steps described above under “Installing Library Master for the First Time”.

Follow the instructions in the *Upgrade Guide* to update your DOS databases and Style Sheets.